



## CPJ Position: REFUGEE RIGHTS POLICY ANALYST

Full-time Position, located in Ottawa

### Overview:

Within the context of CPJ's [core public justice documents](#) the Refugee Rights Policy Analyst will provide high quality policy analysis and public justice framing of a range of [issues affecting refugees](#) as determined from time to time by CPJ's board and senior leadership. The position will involve working with a wide range of people and communicating effectively and widely.

### Responsibilities

1. Initiating policy analysis and public justice framing of a range of refugee rights issues.
  - managing the development of framing and policy alternatives through engaging CPJ's board, staff and supporting community, as well as experts in the field, public officials, and leaders in society;
  - preparing necessary research and background document/briefings;
  - supervising interns and managing contract research relevant to the development of analysis and framing, as required.
2. Communicating CPJ's analysis and framing through public presentations, writing, advocacy and workshop delivery to various audiences, including public officials, the media, leaders in church and society and CPJ supporters. In particular, this will involve preparing briefs, op eds, articles for internal and external publishing, letters to officials, and letters to the editor.
3. Networking in a range of settings, including leadership in coalitions such as the Canadian Council for Refugees, as a means of researching, communicating and advancing the policy analysis and policy framing messages of CPJ.
4. Monitoring policy development initiatives to recommend strategic policy framing decisions by CPJ.
  - analyzing refugee needs, the public policy context, identifying opportunities for CPJ, and flagging emerging issues for CPJ consideration.
5. Participating in appropriate CPJ committees and other meetings.

The CJL Foundation  
operating as CPJ

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### Place within CPJ's team

- Responsible to the Executive Director.
- Works closely with the Senior Policy Analyst (team lead) and other policy program team members.

## **Qualifications**

### *Framework for the position:*

Since this is a core position in CPJ's work community, the successful candidate must:

1. Express commitment to CPJ's faith-based vision for public policy work and agreement with [CPJ's core public justice documents](#).
2. Demonstrate a commitment to applying an interdisciplinary, intersectional, rights-based, anti-oppression framework to our research and advocacy, as well as to our own internal policies.

### *Job specific qualifications:*

3. Demonstrated effective leadership in public justice framing of refugee policy debates.
4. Strong understanding of how public policy develops, how to shape policy debates, and how to scan the public policy environment to gauge developments and monitor trends.
5. Proven ability to respond promptly, strategically and consistently to a range of policy issues as they evolve.
6. Strong communicator – excellent written, oral, interactive skills.
7. Strong organizational skills with an ability to plan ahead, define measurable objectives and outcomes, and meet those objectives.
8. Relevant university degree or comparable experience.
9. Appropriate computer skills, in particular use of MS Office.
10. Ability/willingness to travel and to work flexible hours.
11. Lived experience as a refugee or migrant. [STRONG ASSET]
12. Bilingualism (English/French). [ASSET]
13. Demonstrated supervisory ability. [ASSET]

## **Terms:**

- Anticipated start date: October 2021
- Must be qualified to be a registered lobbyist
- Full-time in Ottawa
- Annual salary in the \$55,000 - \$58,000 range (depending on qualifications and experience); generous benefits package
- Application letter and curriculum vitae must be received by September 15, 2021, and submitted to the attention of the Executive Director, at [jobs@cpj.ca](mailto:jobs@cpj.ca). Applications must include the subject line: "Refugee Rights Policy Analyst Application." Cover letters should describe the candidate's qualifications, skills, and relevant background.

## **CPJ's team**

*CPJ's team is a relatively small work community. As part of our commitment to equity and anti-oppression, we endeavour to create space for increased representation and power within our organization for individuals and communities in Canada disproportionately impacted by systemic oppression. We seek new persons that will expand our diversity and who have the flexibility to thrive in a small office. This requires a certain measure of fluidity in job descriptions as circumstances change and as projects develop. We all pitch in to help each other as needed; celebrate special occasions together; and enjoy camaraderie around a common mission.*